

Carol Stream Public Library

Job Description

07/2016

Job Title: Assistant Library Director/Technical Services Manager/Business Office Manager **Description Type:** New Revised

Department: Administration

Reporting Relationship:

Reports to: Library Director

List of direct reports: Applicable Not Applicable

Cataloging Librarian, Acquisitions Associate, Technical Services Assistant, Business Operations Assistant

Position Summary:

Manage library operations in the absence of the Director. Manage the operation and employees of the Technical Services Department and Business Office.

Essential Job Duties and Responsibilities

- Develop and implement practices and procedures to aid in the efficiency and operation of the Technical Services and Business Office operations
- Serve as a contributing member of the Management team, attend weekly Management Team meetings, prepare agenda and meeting notes
- Participate in the development of Library policies and procedures
- Participate in the strategic planning and development of goals and objectives for the Library
- Collaborate with Library Director in creating an environment that anticipates and responds to patron needs and provides services and programs that attract people to the Library
- Serve as a resource and provides feedback to Director on a variety of Library issues and assist in implementation of management decisions
- Assist in the development and implementation of Administrative operations
- Sustain and build community relationships
- Oversee and coordinate bookkeeping activities with accounting service
- Supervise annual audit which includes the preparation and maintenance of required documents and coordinate process with auditors
- Select, schedule, train, develop, discipline, and evaluate direct reports
- Compile statistics, prepare reports and other administrative documents including Board Meeting documents
- Serves as Team Leader when needed which includes handling customer concerns, dealing with emergencies and assisting with the opening or closing of the facility
- Administer records retention and prepare records disposal certificate for the Library
- Library liaison to Friends of the Library organization
- Pursues opportunities for professional growth
- Performs other duties as assigned

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Qualifications:

Education: MLIS (or equivalent) from an ALA accredited school

Experience:

5 years' experience as a Department Manager in a public library

Knowledge, Skills, and Abilities:

- Ability to lead and engage employees
- Professional knowledge of library practices and procedures
- Knowledge of QuickBooks accounting software
- Ability to interpret financial documents
- Ability to manage a budget and work within the constraints of the budget
- Knowledge of Technical Services processes
- Ability to diffuse and respond effectively to situations involving customer concerns
- Ability to exercise sound judgment in making Director level decisions
- Works collaboratively as a member of a team and independently with minimal direction
- Uses verbal, written and electronic communication effectively
- Proficient in using a personal computer, Microsoft Office Suite and effectively operates in a web-based environment (Internet and Intranet)
- Applies creative problem solving to a variety of situations

Physical Requirements:

Ability to lift and carry up to 20 pounds on occasion